Administering the Michigan Merit Examination

Michigan School Testing Conference
March 1, 2006

Presented by Jim Griffiths
Michigan Department of Education

MME Administration

- Day 1 – the ACT plus Writing
- Day 2 – WorkKeys Mathematics and Reading
- Days 2-7 – Michigan Components

MME Assessment Design

- **English Language Arts**
  - ACT English (MC), Reading (MC), and Writing (CR)
  - WorkKeys Reading (MC)
  - 1 Michigan-developed Social Studies CR item

MME Assessment Design

- **Mathematics**
  - ACT Mathematics Test (MC)
  - Selected items from ACT Science Test (MC)
  - WorkKeys Mathematics (MC)
  - 8 Michigan-developed MC items

MME Assessment Design

- ## Science
  - ☐ ACT Science Test (MC)
  - ☐ 39 Michigan-developed MC Items

- ## Social Studies
  - ☐ 52 Michigan-developed items (MC and CR)

Administration Overview

- Facilities
- Personnel
- Security
- Timing of Tests
- Documentation of Procedures on Test Day

Facilities

Choice of testing rooms for standard time administration

- Uncrowned seating – prefer classrooms with 25-30 examinees
- Manageable security – prefer no more than 100 examinees in one room (if more than 100, see personnel requirements)
- Good lighting, comfortable temperature, quiet atmosphere

Adequate writing surfaces

- No lapboards permitted; temporary surfaces resting on chair arms or back of chair in front must be reviewed and approved by ACT and MDE prior to use
- Must accommodate both test booklet and answer document

Seating arrangements

(requirements apply equally to desks and tables)

- Seats must be assigned by testing staff as students enter room

- Minimum of 3 feet apart side-to-side (measured shoulder-to-shoulder)

- Minimum of 3 feet apart front-to-back (measured head-to-head)

- All students must face the *same* direction, directly behind one another

Freedom from distractions

- No one not involved in testing may be in the room

- Uninterrupted testing period required for both days of testing

- No unnecessary noises (bells, public address systems, etc. must be turned off)

- Testing rooms must be separated from regular school activities

Personnel

Required number of qualified assistants per room

- 1 room supervisor required for each room,

- *Plus* 1 proctor for every 25 examinees in the room after the first 25 (i.e., 26-50=1; 51-75=2; 76-100=3)

To avoid the appearance of conflict of interest, testing staff may *not* be:

- Involved in test preparation outside of normal teaching responsibilities

- Enrolled in high school

More on conflict of interest…

- Test (and back-up) supervisors have access to secure test materials prior to testing.

- Therefore, to avoid the appearance of a conflict of interest—and to protect relatives (including siblings, children, stepchildren, grandchildren, nieces, nephews) and wards from allegations of impropriety: **test (and back-up) supervisors** may **not** be related to **any** examinee taking the ACT/WorkKeys in 2006-2007 **anywhere** in the United States.

- **Room supervisors and proctors** may **not** assist in a room where any relative is being tested

Adequate training for all staff

- Testing staff must have read and be familiar with both the Day 1 and Day 2 supervisor's manuals (included with training materials)

- A local training session for all staff is required before testing

- Each room supervisor must have a complete copy of that day's supervisor's manual in the test room

Attentiveness

During testing, the testing staff must:

- Focus on monitoring tests (reading, grading papers, other personal work *not* permitted)
- Circulate frequently around the room to monitor examinees
- Recognize the potential for cheating and take action as instructed in supervisor's manuals

Exact compliance with supervisor's manuals is required…

including reading spoken instructions verbatim

Security
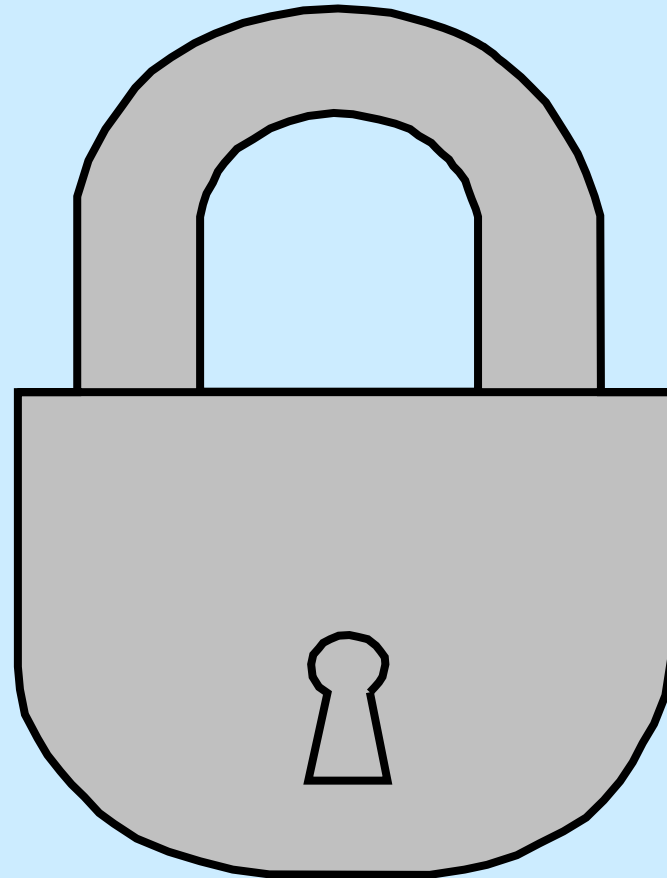
All test sites must test on the designated test days with testing as the first activity of the morning.

Constant security of materials

- Receipt, check-in, and verification of test booklets by serial numbers
- Restricted access at **all** times from moment of receipt to return (documented "chain of custody")
- Answer documents not returned to students after test responses gridded
- Immediate and complete return of all Day 1 materials to ACT and all Day 2 materials to Pearson

More on security:

- Proper identification of examinees by room supervisor (personal recognition or photo ID)

- Direct consultation with ACT to handle testing irregularities
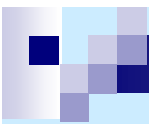
Timing of Tests

Documentation
of Procedures
on Test Day

Exact timing of tests

- More than one timepiece must be used in each room to ensure back-up

- Time remaining may not be posted

- Five-minute warning must be read verbatim from the supervisor's manuals

Documentation of Procedures on Test Day

- State Testing Staff List returned with answer documents
- Seating Diagram, Test Book Count Form, and Testing Time Verification Form returned for each room
- Supervisor's Report Form (Day 1) and School ID Sheet (Day 2) completed accurately
- Testing Irregularity Report Form(s) returned with answer documents

Contact Information

- Jim Griffiths
  - GriffithsJ@michigan.gov
  - 517-373-4332